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19 April 1955

MENDRAMERA FOR: Deputy Director (Support)

SERVICE TO

: Proposed CHART 2 to HB andde to the mation and Processing of Standard Form 52, est for Personnel Action

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1. Authority to publish the attached CHANGE 2 to His requested.

2. The change in paregraph XI,B is in the second sentence which has been revised to state that an EF-52 will be prepared upon approval of IMOP for more than 30 days instead of 5 days. This change is made at the request of the Mirector of Personnel in order to conform with which is the governing the regularisants of paragraph 104 of regulation. Since the change is made to common with an existing regulation, no coordination has been effected.

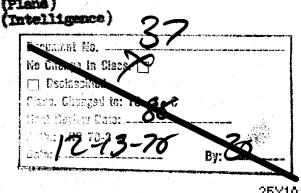
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3. Changes in footnotes 1 and 3 following Table 1 of the Appendix were also requested by the Director of Personnel. Footnote 1 has been revised to include procedures which are designed to facilitate procossing of reassignments which require clearance from the Office of Security. Postnote 3 has been added in order to conform with the which is being submitted for authentication proposed revision of er separate cover.

4. Changes in footnotes 1 and 3 were formally coordinated with and concurrences obtained from the following offices:

> Office of the Deputy Director (Flans) Office of the Deputy Director (Intelligence) Imperior General. Cameral Coursell Office of the Comptroller office of Training Office of Security Office of Communications Office of Personnel



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Calet, Beginst out Congress Staff

Attachment: CHANGE 2 of HB

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